

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140015-6  
REPORTS INVENTORY

DDS/OTR/DTS-19

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

List of New Books Received by Library

2. TYPE  
OF  
REPORT

STATISTICAL

☒ NARRATIVE

☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

☒

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

Two

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

One

7. FORMAT (memorandum, form computer print-out, etc)

Alphabetical list of book, author, price

8. ADP PROCESSING

YES

☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Internal directive

10. PREPARING COMPONENT (include lowest level contributing information to report)

Library

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED	=	COST PER YEAR
GS-09	\$5.70		1/2 hour		\$2.85		12		\$34.20

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$34.20

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

On 30Apr 70, OTR Library requested that at the end of each month, beginning in May 1970, a list of books actually received during that month be forwarded to OTR Library for incorporation in a quarterly accessions list.  
Requirement first started by DTR in June 1967.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☐ RETAIN AS IS ☒ OTHER (explain)  
CHANGE Amenable to suggestions of  
DISCONTINUE OTR Library

MAN-HOURS

?

DOLLARS

?

STAT

16. DATE OF INVENTORY

28 Sept 70

17. NAME

Librarian

18. EXTENSION

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